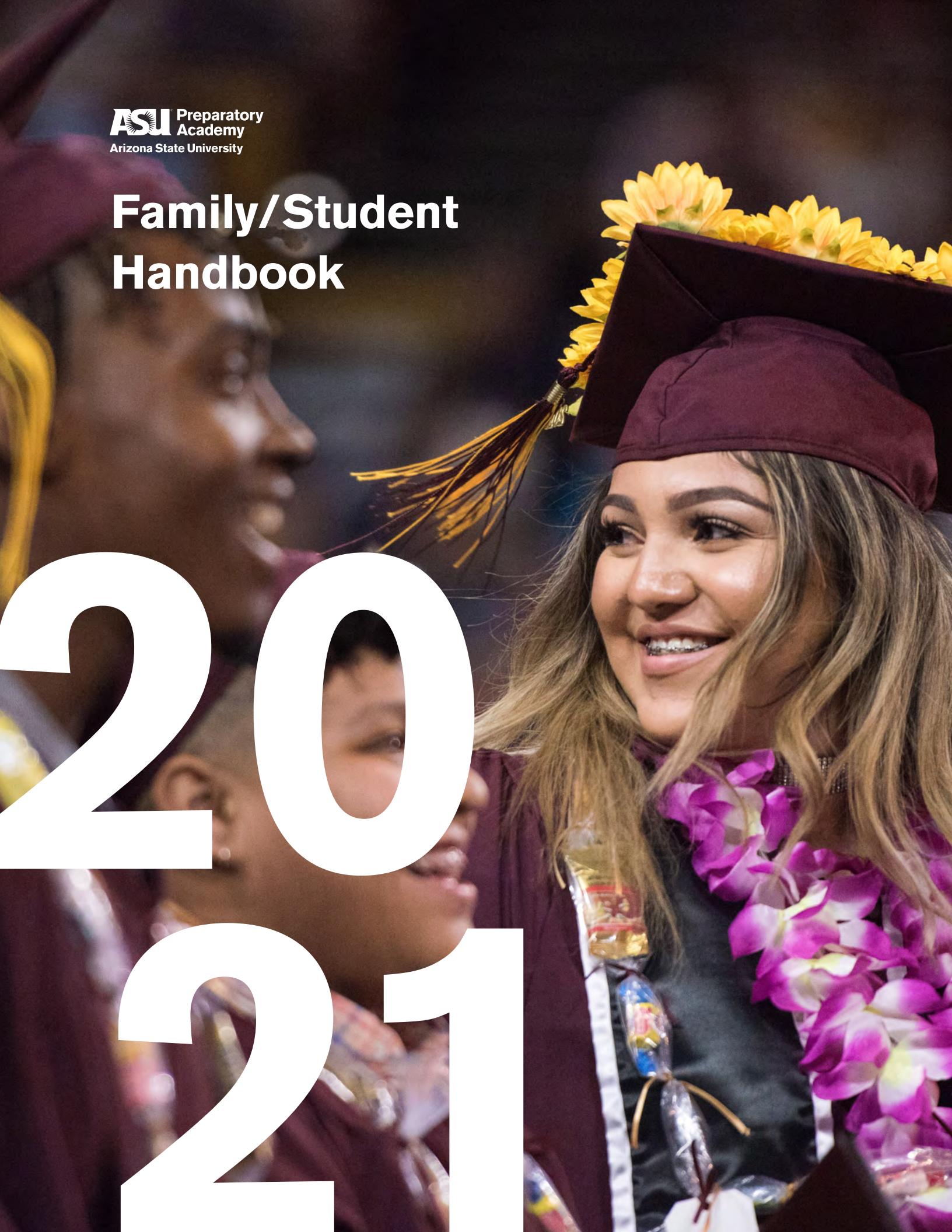


Family/Student Handbook

2021



ASU Preparatory Academy School Locations

**ASU Preparatory
Academy
Phoenix K–12
campus**

735 E. Fillmore St.
Phoenix, AZ 85006
602-496-3100

**ASU Preparatory
Academy
Casa Grande 9–12
High School campus**

2612 W. Gila Bend Hwy.
Casa Grande, AZ 85193
520-374-4200

**ASU Preparatory
Academy
Polytechnic STEM 7–12
High School campus**

7330 E. Innovation
Way South
Mesa, AZ 85212
480-727-5769

**ASU Preparatory
Academy
Polytechnic STEM K–6
Elementary campus**

6950 E Williams Field Rd.
Mesa, AZ 85212
480-727-5709

**ASU Preparatory
Academy
South Phoenix 7–12
High School campus**

4445 S. 12th St.
Phoenix, AZ 85040
602-441-0570

**ASU Preparatory
Academy
South Phoenix K–6
Prim./Inter. campus**

5610 S. Central Ave.
Phoenix, AZ 85040
602-268-9911

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2020/21 Calendar

July 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 | Independence Day

November 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 | Veterans Day

26-27 | Thanksgiving

March 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8-12 | Spring Break

August 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 | First Day of School

17 | Tax Credit Begins

December 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 | Winter Break

25 | Christmas Holiday

April 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 | Tax Credit Ends

September 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 | Labor Day

January 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 | New Year's Day

18 | MLK Holiday

May 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 | Last Day of School

28 | Graduation

31 | Memorial Day

October 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-14 | Fall Break

February 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 | President's Day

No School

Important

Half Day

**This calendar is subject to change based on future determinations from the Arizona Department of Education regarding the 180 day school year.

2020/21 CG Calendar

July 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 | Independence Day

November 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 | Veterans Day

26-27 | Thanksgiving

March 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 | Spring Break

August 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 | First Day of School

17 | Tax Credit Begins

December 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 | Winter Break

25 | Christmas Holiday

April 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2-5 | Spring Recess

15 | Tax Credit Ends

September 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 | Labor Day

January 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 | New Year's Day

4 | PD

18 | MLK Holiday

May 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 | Last Day of School

28 | Graduation

31 | Memorial Day

October 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-16 | Fall Break

February 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 | President's Day

No School

Important

*Optional Day of Instruction

**This calendar is subject to change based on future determinations from the Arizona Department of Education regarding the 144 day school year.

Mission & Purpose

The mission of ASU Preparatory Academy is to personalize education, improving outcomes for all students. The vision is to promote academic success, honor diversity and facilitate human potential.

ASU Preparatory Academy contributes by transforming K-12 education and building new models of educational success. We remove barriers, while strategically growing the ASU pipeline with high aptitude learners from around the world.

This mission and vision are accomplished with the participation of students, staff, family, community and university partnerships and through ASU Preparatory Academy's three core values: Access, Impact and Excellence.

This handbook provides guidelines and expectations for students, staff and families that will support a learning environment to best accomplish the mission of ASU Preparatory Academy.

ASU Charter

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

ASU Prep Motto

Prep for college. Prep for careers. Prep for life.

Non-Discrimination

Grievance Procedure

It is the policy of ASU Preparatory Academy not to discriminate on the basis of race, color national origin, sex, age or disability. ASU Preparatory Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by, Title IX, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services and US Department of Agriculture policy prohibiting discrimination on the basis of race, color national origin, sex, sexual orientation, age or disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Compliance Coordinator, 430 E. University Dr., Tempe, AZ 85281, who has been designated to coordinate the efforts of ASU Preparatory Academy to comply with federal non-discrimination law.

Any person who believes she or he has been subjected to discrimination on the basis of race, color national origin, sex, age or disability may file a grievance under this procedure. It is against the law for ASU Preparatory Academy to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

Grievances must be submitted to the Compliance Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Compliance Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Compliance Coordinator will maintain the files and records of ASU Preparatory Academy relating to such grievances.

The Compliance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Compliance Coordinator by writing to the Head of Schools within 15 days of receiving the Compliance Coordinator's decision. The Head of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color national origin, sex, age or disability with the U.S. Department of Health and Human Services, Office for Civil Rights or USDA Director, Office of Adjudication.

ASU Preparatory Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Compliance Coordinator will be responsible for such arrangements.

Attendance Policy

Arrival and Dismissal

For safety's sake, students are not allowed on campus in the morning until staff supervision is provided. Please do not drop off students before hours of operation, posted at each site. Please call the office if you are unsure of the time.

When classes are dismissed, students who do not ride the bus or walk home must be picked up promptly. Unless students are in after school programs, supervision is not provided. Additionally, parents/guardians must be present immediately following extra-curricular activities, to pick up students.

Attendance

We count on parents/guardians and students to ensure that students attend school and arrive on time.

All students are expected to be in attendance every day school is in session. Your student's academic success is our priority and it is important that they are in school. Satisfactory attendance at school is essential to learning, and regular attendance is key to academic success. Satisfactory attendance at school is the responsibility of the student and his or her family. Parents and guardians can view their student's attendance online through the Infinite Campus Parent portal at <https://asuprepaz.infinitecampus.org/campus/portal/asuprep.jsp>.

How Parent/guardians Can Help

- Parents/guardians are expected to inform the school when their student will be absent.
- Parents/guardians can ensure that their student arrives to school on time including each class period that follows. Please see the website for your specific school's bell schedule.
- It is important that parents/guardians let the school know as soon as possible if their phone number or address changes.
- Please provide notes from doctors and dentists to excuse children from appointments, illness or injuries.
- Schedule appointments, vacations, or college visits on days or times when school is not in session.
- Absences must be excused by a parent/guardian within one day after their student's absence otherwise it will be unexcused.
- Parents/guardians are responsible for providing advanced notice when a student must leave during the school day of an appointment or other circumstances.
- Parents/guardians who anticipate extended absences should contact the school. A student can be withdrawn from school after missing 10 days in a row without parent/guardian contact.

Absences and Truancy

Parents/guardians are expected to inform the school when their children will be absent. When a student needs to be absent, we ask that parents/guardians call the attendance line before 8:15 a.m. each day the student is absent. State law mandates that the school record a reason for all student absences. The absence will be unexcused if no reason is given. When calling, please leave the child's name (with spelling), date of absence, grade level, reason for absence and a telephone number where you can be reached in case we have questions. If children are absent without prior notice, the school will make reasonable efforts to notify parents/guardians within the applicable time periods prescribed by law.

It is important that parents/guardians let the school know right away if their phone numbers change. Please provide notes from doctors and dentists to excuse children for appointments, illnesses, or injuries. If parents/guardians do not authorize absences within one day after their children return to school, absences are unexcused. ASU Preparatory recognizes parent/guardian confirmed excused absences per Arizona Revised Statutes 15-803 due to; illness, personal/health issues, medical appointments, family issues/emergencies, doctor appointments, important family business, religious holidays, bereavement and out-of-school suspensions. All absences (excused or unexcused) are counted as absences in our attendance records. Our schools attendance line can be found below:

School Site	Attendance	School Phone
Casa Grande	520-374-4201	520-374-4200
Downtown Phoenix K-12	602-496-3101	602-899-1180
Polytechnic K-6	480-727-5709	480-727-5700
Polytechnic 7-12	480-727-5769	480-210-4460
South Phoenix K-6	602-551-6594	602-551-6594
South Phoenix 7-12	602-842-1722	602-842-1722

Attendance Policy

Our attendance policy is governed by Arizona State Truancy Law, ARS 15-802 and ARS 15-803. ASU Preparatory Academy policy states that every ASU Preparatory student regardless of age, must be present for 90% of all class periods in order to be eligible to receive a grade and credit per class period. A student who misses nine (9) excused or unexcused class periods in one semester/grading period may be ineligible to receive a grade and therefore forfeit credit for the class period(s).

- 1.** It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS 15-803.
- 2.** A child who is habitually truant or who has excessive absences, may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10% (18 days) of the number of required attendance days prescribed in section ARS 15-803, subsection B, paragraph 1.
- 3.** As used in this section:
 - a.** "Habitually truant" means a child who is truant for at least five (5) school days unexcused within a school year.
 - b.** "Truant" means an unexcused absence for at least one (1) class period during the day.
 - c.** "Truant child" means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

School officials and attendance officers may talk to parents/guardians or students about the legal consequences of truancy. ASU Preparatory Academy also sends parents/guardians warning letters and asks parents/guardians to sign attendance contracts and attend attendance conferences. If students are habitually truant or excessively absent, parents/guardians and students may be cited and referred to the court.

Late Arrival

Students who report to class late, but within 20 minutes of the late bell, are considered tardy. Students marked tardy repeatedly may be referred for disciplinary action. It is critical to the success of every student that they arrive to school on-time. Students are tardy if they are not seated when in their class period when school starts at 8:15 a.m. Any time a student arrives after the official school start time, the parent/guardian of the student is required to sign-in the student at the front desk. For approved high school students, a student may sign himself/herself in when arriving late to school without a parent/guardian; however, the parent/guardian of the student will be notified of their late arrival. ASU Preparatory Academy also sends parents/guardians warning letters and asks parents/guardians to sign attendance contracts and attend attendance conferences for habitually and excessive tardies.

An attendance letter is sent to the family on the fifth (5th) AND seventh (7th) excused or unexcused tardy for a given period. On the ninth (9th) excused or unexcused tardy, a school official will contact the parent/guardian explaining that the student has exceeded their allowed nine (9) grading period tardies and may lose credit (HS) or possibly be retained (K-8). ASU Preparatory Academy considers extenuating circumstances when evaluating excessive tardies. Extenuating circumstances could include, but are not limited to: hospitalization, personal/health issues, family issues, and chronic health plans. Students with excessive tardies may lose credit (HS) and be withdrawn from school.

Early Departure

Parents/guardians are responsible for providing advance notice when a child must leave during the school day for an appointment or other circumstances, and they must indicate who will pick up the child from school. All parents and guardians will be asked to show photo identification when picking up students early from school. Parents/guardians who anticipate extended absences should contact the school. If they do not, children are withdrawn from school after missing 10 days in a row. For approved high school students, the student can sign him or herself out given parent/guardian approval. Parents/guardians must call in each instance to excuse.

Bicycle, Walking and Driving Safely

Students must obey traffic laws, and they should wear helmets when riding to and from school. Suspicious behavior observed along the way should be reported to a school administrator or police officer. Bicycles should be locked when parked at school. ASU Preparatory Academy is not responsible for loss, theft, or damage.

Parking Procedures and Safe Driving Motorized Vehicles

Drivers are responsible for the safe operation of the vehicle they are driving as well as the safety of their passengers. Reports of reckless driving will be dealt with as a risk to student safety. Please observe the mph speed limits and drive with concern and consideration for others. All vehicles driven and parked on the ASU Preparatory Academy campuses must be registered with the school. The following rules and guidelines have been established in order to provide high school students with the safest parking environment:

1. There is site-based payment procedure for a parking permit.
2. Each school site will maintain a copy of the student vehicle's license plate number, registration, proof of insurance, and copy of driver's license.
3. Motorized vehicles driven to school by students must be registered and have a parking decal properly displayed.
4. Students driving/parking cars to and from school will be responsible for all things inside. Be sure to check daily that nothing in the car violates laws or school policies.
5. Students may only park in spaces designated for student parking.
6. All students who park vehicles on the ASU Preparatory grounds must adhere to all rules outlined at the time of registration.
7. Any student who violates the rules regarding parking or driving will be subject to disciplinary action, and/or a parking citation issued by law enforcement.
8. All students are asked to comply by these school procedures.

Prep Dress Code



Interpretation of Dress Code

Any interpretation of the dress code will be determined solely by the administration at ASU Preparatory Academy including the definitions of "interference with the educational process" and "items that present a safety hazard." Violations of the dress code will have assigned consequences outlined in the Student Code of Conduct and at the discretion of the administration.



Visit the following website for detailed dress code guidelines.



Phoenix K-8

asuprep.asu.edu/sites/default/files/asu_prep_phoenix_elementary_dress_code.pdf

Phoenix 9–12 High School

asuprep.asu.edu/sites/default/files/asu_prep_phoenix_high_school_dress_code.pdf



Polytechnic K–12 STEM

asuprep.asu.edu/sites/default/files/asu-prep-polytechnic-hs-dress-code.pdf

South Phoenix K–12

asuprep.asu.edu/sites/default/files/asu-prep-south-phoenix-high-school_handbook.pdf

Casa Grande 9–12 High School

asuprep.asu.edu/sites/default/files/asu-prep-casa-grande-dress-code.pdf

Athletics & Activities

ASU Prep offers many different athletics and activities for our students. To see what your campus offers, please visit the school website at:



Phoenix 9–12 High School

asuprep.asu.edu/schools/phxhigh

Polytechnic 5–12 STEM High School

asuprep.asu.edu/schools/polyhigh



South Phoenix 7–12 High School

asuprep.asu.edu/schools/south-phoenix-hs

Casa Grande 9–12 High School

asuprep.asu.edu/schools/casagrande

Family & Community Engagement

Students' success depends on the involvement of our families.

At ASU Preparatory Academy we believe family engagement and support help make critical contributions to student success. At ASU Prep, we are committed to working with you to foster an environment of success for your student. Research has shown that students who have the support of their families are more successful in school and ultimately more prepared for college and career upon graduation.

ASU Preparatory Academy sends a bi-weekly email newsletter. We will help you stay connected to information about resources and upcoming events for families. If you would like to receive one for your school, please sign up in our front office or email asuprepmarketing@asu.edu.

Parent/guardian Conduct on Campus

ASU Preparatory Academy takes securing the educational facility and learning environment seriously. This includes adherence to ARS 13-2911 (interference with or disruption of an educational institution). Any parent/guardian who willfully disrupts, threatens the safety of staff or students, or otherwise interferes with ASU Preparatory Academy will no longer be permitted on the campus of ASU Preparatory Academy.

Assessments and Testing

Assessments and Testing Academic progress at ASU Preparatory Academy will be monitored and assessed using state standardized tests, progress monitoring and a benchmarking assessment. These tests measure proficiency in reading, writing, science and mathematics. Students in all grades will also be monitored through curriculum-based assessments. Teachers create content-specific assessments and students also self-assess their progress. Assessments will be explained in detail at Individualized Learner Profile (ILP) conferences.

Student Information System

ASU Preparatory Academy uses a student information system named Infinite Campus to manage student data. Parents/guardians have access to the attendance, grading and contact information of their students through the Infinite Campus Portal. Parent/guardian login information is provided at the start of each school year.


Individualized Learner Profile ILPs

Individualized Learner Profile's (ILP) will be developed for each student in consultation with parents/guardians and families. Progress toward the ILP goals will be monitored throughout the year. This plan will include a criterion list of learning outcomes the student is expected to achieve by the end of the quarter. This list will serve as both a visual indicator of progress and an agenda for personal conferences with the student's teachers and parents/guardians.

Student/parent/teacher conferences will be conducted throughout the year. The conference will include a review of the student's progress and goals for the upcoming term.

Participation in the ILP conference is required for the parent/guardian and student.

Graduation Credit Requirement Breakdown

Classes	9th Gr.	10th Gr.	11th Gr.	12th Gr.	Total
Electives	1	1	1	1	4
Academic Electives	0	0	1	2	3
English	1	1	1	1	4
Math	1	1	1	1	4
Science	1	1	1	1	3
Social Studies	0	1	1	1	3
Fine Arts	1	0	0	0	1
Foreign Language	1	1	0	0	2
Total Required					24

Progress Reports/Report Cards

In progress grades will be available to parents/guardians at the end of each quarter with semester grades available in January and June.

ECAP

Each student will develop and reuse a personal Education and Career Plan (ECAP), an academic planning guide, which will be reviewed annually with their academic counselor at the student's ILP Conference.

Textbooks and Materials

Students will be provided printed and/or electronic textbooks free of charge. However, students may be asked on a voluntary basis to donate a limited number of basic supplies, such as pencils, pens, notebooks and crayons. Extended day options for high school students may include an additional materials fee.

High School Transcripts

To expedite our transcript process, ASU Preparatory Academy has partnered with a third party transcript vendor, Parchment. You can now make your transcript requests online, without ever having to visit the school office. This is a simple, secure, and faster process. To request your transcript you will first create an online account with Parchment (<https://asuprep.asu.edu/transcripts>). Once you have created your account, you will be able to request to have your official or unofficial transcript sent electronically to the institution of your choice (including NCAA) and/or to yourself.

We have
resources
for every
one of our
students.

Special Education Services

ASU Preparatory Academy provides Special Education in accordance with all federal and state regulations and guidelines. While it is our belief that most special education needs can be met by the inclusion of the student in the regular classroom, students will be provided instruction as indicated in the student's Individual Education Plan (IEP).

Once enrolled, review of the student's existing IEP will be conducted within 10 school days. All services at ASU Preparatory Academy will be provided in accordance with the Individuals with Disabilities Education Act (IDEA).

When the student's teacher and/or parent/guardian suspect a disability, the pre-referral process will be initiated. If the pre-referral process leads to the need for evaluation, or review of existing data, a meeting will be held and parent/guardian permission will be obtained in writing before an evaluation takes place.

After a student has been evaluated, a multidisciplinary evaluation team (MET) meeting will be conducted to determine the student's eligibility for special education services. Team members include classroom teacher, school psychologist, special education teacher, administrative representative, parents/guardians and any involved related service providers. Based upon results of this meeting and evaluation, an IEP meeting may be scheduled and an IEP may be developed by the team, which includes the parents/guardians and student. Our primary goal of services is to provide services and supports to students in the general education environment to the greatest extent possible.

In compliance with IDEA 2004, ASU Preparatory Academy is notifying parents/guardians of the availability of special education services for students through 21 years old. Procedural safeguards are available upon request. To access services, please contact the school.

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, ASU Preparatory Academy will conduct child find activities for children birth through 21 years old.

The following are the procedures: Pre-referral, Child Find and Identification

1. Review school records (from prior schools and school of current enrollment).
2. Complete a 45-day screening for school-aged children new to the school.
3. Document interventions attempted for school-aged children prior to referring for an evaluation.
4. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program.
5. Provide information to parent/guardian(s) in writing.
6. If appropriate, refer the child for evaluation and/or other appropriate services.

Charter schools identify, locate and evaluate all children with disabilities within their population served who are in need of special education and related services. For more information, contact your school site.

45–Day Screening

As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), ASU Preparatory Academy is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions with regard to the screening process, please feel free to contact your child's teacher or school office.

Parents' Right to Know Notice

We are pleased to notify you that in accordance with the Elementary and Secondary Education Act (ESEA), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or substitute status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications. Please contact the school office if you would like to request this information.

Public Notice of Educational Rights for Homeless Youth

Services to the Homeless Population Children who are determined homeless are provided with certain rights in schools that ensure an equal opportunity for education. The term “homeless children and youth” means individuals who lack a fixed regular and adequate nighttime residence (A); and (B) includes—(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth), reauthorized in 2015, ensures educational rights and protections for children and youth experiencing homelessness. McKinney-Vento Regulations All students are required to fill out a McKinney-Vento form upon enrollment. If your living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition.

You may want to talk with our Homeless Education Liaison if your family’s temporary living arrangement is one of the following:

- You are living with friends or relatives, or moving from place to place because you cannot currently afford your own housing.
- You are living in a shelter or a motel.
- You are living in housing without water or electricity.
- You are living in a place not considered traditional housing, such as a car or a campground. A student may also qualify as an “unaccompanied youth” if he or she is living with someone who is not a parent or guardian, or if he or she is moving from place to place without parent or guardian. Children who qualify under McKinney-Vento have the right to:
 - Attend the school they were attending when their family was forced to move to a temporary address because of economic hardship, even if that school is in another school district. The choice must be a reasonable one that is in the best interest of the children involved.
 - Contact the Homeless Education Liaison if you are not sure.
 - Stay in this school for the duration of the school year if their families are forced to move to another temporary address because of economic hardship.
 - Receive assistance with transportation to attend school while they are in temporary housing
 - Start school immediately while people at the school help families obtain school and immunization records or other documents necessary for enrollment.
 - Enroll in school without having a permanent address
 - Participate in the same programs and services that other students participate in.
 - Receive any applicable Title I services.

Section 504 Compliance

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at ASU Preparatory Academy. The law also requires that facilities be readily accessible for use by individuals with disabilities. ASU Preparatory Academy intends to comply with the requirement of this law. Questions concerning the law may be addressed with your school site principal.

Principals serve as Section 504 liaisons at the school sites.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for ASU Preparatory Academy to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. An outline of grievance procedures is available at each school on request. Questions concerning the law may be addressed with your school site principal.

**At ASU
Prep,
we are
proud of
who we
include
in our
schools.**

Section 504 Grievance Procedure

It is the policy of ASU Preparatory Academy not to discriminate on the basis of disability. ASU Preparatory Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Compliance Coordinator, who has been designated to coordinate the efforts of ASU Preparatory Academy to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for ASU Preparatory Academy to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of ASU Preparatory Academy relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Head of Schools, within 15 days of receiving the Section 504 Coordinator's decision. The Head of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office for Civil Rights.

ASU Preparatory Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Birthdays, Holidays & other Celebrations

Special days in the lives of our students and staff are important to them, your family and to the learning community. The manner in which we recognize and celebrate these special days should honor and respect both those who willingly participate or choose not to participate. We also support family visiting the school during lunchtime to celebrate. However, we ask that NO food or drinks be part of the celebration. We have many students with food allergies and do not want to be in a position of excluding them from the celebration. We ask that balloons, flowers and surprises be shared at home because they interrupt the educational process.

ASU Preparatory Academy honors diversity in all aspects of our lives. This includes the religious holidays celebrated by the wide span of religions represented in our learning community. Religious and cultural holidays are important to both the individual student and our learning community. We will not celebrate any religious holiday school-wide. Students are encouraged to share about the holidays they celebrate and tell their peers about the origin of the holiday and why the day is important to them. This can take place during the classroom meeting.

Classroom Visits

Given permission from the Principal and teacher approval, a parent/guardian may be able to observe his/her child's behaviors. However, the Principal has the right to decline requests based upon the purpose of the request.

Food Deliveries

ASU Preparatory Academy schools are "closed campuses." Students attending our schools are not permitted to leave the school grounds. We do have lunch available and students are permitted to bring a lunch, however, any outside food deliveries will not be permitted (this includes Uber Eats, Postmates, etc.).

Emergency Drills

Emergency drills are held monthly to teach students the safest, quickest, route to exit from school buildings. A fire evacuation plan is posted in each room. Students and staff should study the plan and become familiar with it. It is important for students to follow their teacher's instructions quickly and quietly whenever such an emergency situation exists. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least 150 feet away from the building. No one is to return to the building until instructed by administration.

Due Process

Students have rights and the responsibility to respect the rights and property of others. If a student fails to fulfill responsibilities regarding conduct, disciplinary action will follow. Each student is entitled to due process. This means that the student must be informed of the allegations and have an opportunity to respond.

Staff Conduct with Students

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also before and after school and during breaks. Teachers and other staff members will give students the dignity and respect they deserve and avoid embarrassing any student.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students; interference with those rights will not be tolerated.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the student and the staff, the education profession and process.

Violations of the above shall be considered serious and may result in severe disciplinary action and criminal prosecution.

Health & Safety Protocols

The health and well-being of our students, staff and families continues to be our highest priority. We have put together the following protocols to ensure the health and well-being of our students, staff and families:

- Physical distancing guidelines will be in effect
- PPE (personal protective equipment) in the form of cloth face coverings:
 - All adults will be required to wear cloth face coverings
 - All students in grade levels 5th-12th will be required to wear cloth face coverings
 - All students in grade levels K-4th will be optional (parent discretion)
- Temperature checks will be conducted for all staff, students, visitors, and vendors
- Transportation / School Bus safety protocol will be implanted
- Staggered pickup & drop off
- Staggered schedules
- Modified classroom layouts
- Smaller Class Sizes
- Communal spaces will be closed (library, cafeteria, gymnasium, auditorium, media centers)
- Lunch will be served in the classroom
- Day-time Activities / Brain breaks will be implemented
- Front offices will remain locked throughout the day
- Online appointments will need to be made for school registration, parent meetings, etc.

**We care
for the
health and
well being
of every
student and
faculty
member.**

Inappropriate and Excluded Items

Items that interfere with the educational process or present a safety hazard as determined by the ASU Preparatory Academy administration will be confiscated. Students will be assigned an appropriate consequence for possession of these items in accordance with the discipline procedures.

Electronic Devices and Cell Phones

Electronic devices such as cell phones, Air Pods, iPods, electronic games, etc. may be carried to school and used before or after school. All electronic devices should be turned off and stored in the student's backpack during school hours. Electronic devices may not be used during school hours without specific permission of the teacher.

Any electronic device which is not turned off or is not stored in the student's backpack during school hours, may be confiscated and turned in to the office. The electronic device will only be released to the parent and/or guardian of the student. The school is not responsible for loss or theft of electronic devices that students choose to bring to campus.

Search and Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school administrators have a responsibility and the authority to search and obtain information for school safety.

Personal Property

Student cubbies, desks, school textbooks, computers and library books are the property of ASU Preparatory Academy and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books and other property and equipment.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items. ASU Preparatory Academy is not responsible for the safe keeping of your personal items nor does the district assume responsibility for lost or stolen property. Any personal item (i.e., cell phone, Air Pods, iPod, camera, handheld game, toys or dangerous items, etc.) which causes a disturbance or interferes with learning, should not be brought on campus and may be taken from you and may or may not be returned. When there is reasonable suspicion to believe that personal property has been missing or stolen or may be detrimental to the health, safety and welfare of others, a search may be conducted of a student's personal property including backpacks, cell phones and clothing pockets.

The use of school property before/after school hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

We are committed to an effective learning environment.

Positive Intervention Approach

In the event that students misbehave and do not abide by the principles outlined in the Guidelines for Behavior, ASU Preparatory Academy will use a positive discipline approach to correcting behavior. Positive Interventions are grounded in interventions at different levels: the individual, group, class, school, family and community settings. ASU Preparatory's discipline practices are based on the belief that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them. The key function to our discipline practices is restoring and building relationships.

Positive Intervention Guidelines

- Address obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
- Use inclusive, collaborative and restorative processes.
- Involve all individuals (harmed parties, offenders, parent/guardians, students, staff, and faculty) who have a legitimate stake in a given situation.
- Seeks to put right the wrongs that have been done so that victims feel safe and valued, and offenders feel restored to the school community.

Positive Intervention Goals

- Acknowledges that relationships are central to the building of the school community.
- Must establish policies and procedures that focus on harms done and misbehavior in a way that strengthens relationships.
- Focuses on harms done rather than rules broken.
- Gives voice to the person who has been harmed.
- Engages in collaborative problem-solving.
- Empowers change and growth for all involved.
- Enhances responsibility for actions and attitudes for all involved.

The goals of these practices are that:

- ASU Prep will foster a culture that is a safe, friendly and enjoyable learning environment.
- ASU Prep will foster an environment where everyone feels valued, respected, and included.
- ASU Prep will be a school where students are motivated to learn and faculty and staff enjoy meaningful and fulfilling work.

We ensure success by holding each of our students to the highest disciplinary standards.

The Positive Intervention Process

The Positive Intervention Process is designed to differentiate between punishment and discipline. Discipline is a way to teach kids to follow rules or correct misbehavior. Punishment is a form of negative discipline and is often used to get rid of or end a behavior. Positive Intervention process works just as well as negative discipline. Positive behavior interventions in schools discourages the behavior while also teaching students expectations and accountability. Students make connections between their actions and the natural and logical consequences.

While the process outlined below is designed to provide a “map” for how Teachers, students and staff should correct misbehavior, address harm done, and provide an opportunity for students to be reincorporated into the school community, all are advised to use their discretion in each individual instance as to what is respectful and appropriate in each individual instance. Thus, the Positive Intervention process outlined below is a guide for decision-making, not a hard and fast set of rules. The Respect Agreement: At the beginning of the school year, each Teacher will lead his/her class in the development of a “Respect Agreement” for the class.

The Respect Agreement’s purpose is to have students and teachers agree as to the guidelines for behavior that will create a safe, cooperative and constructive classroom setting. The Respect Agreement will address the following four areas of behavior: Students respecting themselves and other students; Students respecting Teachers and Adults in the school; Teachers respecting Students; and Students and Teachers respecting school facilities and equipment. Respect Agreements must also include school rules outlined in this code of conduct. Once it is developed, Respect agreements are posted in a place in the classroom that is visible to all in the room.

In Class Issues: As issues of misconduct arise in the class, Teachers will seek to handle the misconduct by reminding students of their need to follow school guidelines by reteaching students school expectations. If students admit their infraction and immediately seek to correct their behavior, the student and Teacher will celebrate the resolution of a problem behavior, and the incident will be considered resolved. If the incident involves a single student, the Teacher will seek to handle the issue in a one-to-one session with the student. If the infraction involves a group of students or the entire class, the teacher will handle the issue in class using an appropriate method, such as a class meeting.

Respect Agreement Issues: If the Teacher’s attempt to reteach expectations does not resolve the issue, Teachers and students will refer to the class Respect Agreement for guidance. Teachers will remind students of their prior agreement, the reasons behind the Respect Agreement, and how the behavior in question violates that agreement. Students are then invited to discuss the issue until a mutually agreed upon resolution is reached. While the decision to handle student misconduct issues in class shall ultimately be up to the teacher. The teacher may also utilize the Reflection folder, parent/guardian communication, or refer to the Dean of Students if the behavior becomes a chronic issue.

Class Meeting: If an incident occurs between students of different classes, or attempts to resolve an issue in class has proven unsuccessful, students will be given one of three options:

- The student may elect to have the teacher decide on an appropriate resolution to the incident;
- Students may request that a school leader serve as a mediator to work with students or to come to a resolution; or
- Students may choose to work at resolving the issue without a mediator.

If the incident involves a student and an Teacher, and an appropriate resolution has not been reached, the Teacher can then refer the student to the Administration for a conference. If the incident involves a number of students, the Administration may choose to hold a restorative circle with students and adults involved in the incident. Who to include in the conference or circle will be up to the discretion of the Administration.

In the conference or circles, the five reflective questions will be discussed:

- What happened?
- What were you thinking at the time?
- Who has been affected by what you have done?
- In what way?
- What do you think you need to do to make things right?

When the incident in question inflicted harm on another person, four additional questions will be asked on behalf of the person(s) harmed:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Taking a Break from the Community (Missed activity, In-School Suspension, or Out-of-School Suspension): In those instances where the person(s) committing that misconduct or inflicting the harm does not agree to be restored, he or she will be asked to take a break from the community. There are three different levels of community breaks that may be issued for misconduct.

Three Levels of a Community Break:

Taking a Break from Community Activity: The student loses the privilege of participating in an activity or using materials for a brief time, usually a class period or a day. What's taken away must be directly related to the misbehavior, and the teacher/Administrator must make sure that the child truly understands and can live up to expectations. Teachers and Administration use this type of logical consequence when students defy, test, or simply forget the rules.

In School Community Break: The student attends school as usual, but must report to a designated room for the entire school day. This allows students to stay on campus and gives students access to teachers if they have questions about classwork.

Out of School Community Break: The student is not allowed to attend school for a designated amount of days.

Suspension/Expulsion of Students with Disabilities

Students placed in special education programs will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of I.D.E.A. and state statutes.

**We want to
make the
classroom a
safe space to
learn, thrive,
and grow.**

Elementary Student Discipline Matrix of Consequences

For the chart on the following pages the meaning of the asterisks (*) is:

*** The violation must be reported to the Arizona Department of Education.**

**** The violation must be reported to local law enforcement as well as the Arizona Department of Education.**

View the full elementary matrix online.

Secondary Student Discipline Matrix of Consequences

For the chart on the following pages the meaning of the asterisks (*) is:

*** The violation must be reported to the Arizona Department of Education.**

**** The violation must be reported to local law enforcement as well as the Arizona Department of Education.**

View the full secondary matrix online.

Student Suspension & Expulsion/Due Process Rights

A student whose conduct may warrant long-term suspension or expulsion shall be provided with written notice of the alleged misconduct and an opportunity to be heard by an impartial hearing officer. The particular form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. In certain circumstances, an alternative to long-term suspension or expulsion will be offered to the student.

If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, Administration may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

We ensure
success
by holding
each of our
students
to the
highest
disciplinary
standards.

Records and Medication Policies

Health Services

It is the mission of the health office staff to keep students healthy and in school. Health Services is responsible for overseeing and tracking immunizations and routine vision and hearing screening within Arizona State regulations. Parents/guardians will be contacted if there is anything missing from their child's health record. It is very important for the school nurse to have up-to-date parent/guardian phone numbers for every child. No child who is sick will be allowed to walk home, even with parental permission. Children are allowed to be picked up only by adults whose names are listed on the emergency card identification.

Regular strength acetaminophen (Tylenol) will only be given to students who have written permission from a parent/guardian, indicated by initialing on the emergency information card. Acetaminophen will be given as needed within the guidelines and directions listed on the label.

Medications and non-prescription medications, including acetaminophen, will not be dispensed to students during the first and last hour of the school day.

Medications needed by students should be given on a schedule that permits as many doses as possible to be given at home with supervision of a parent/guardian.

If medication must be taken during school hours, the parent/guardian must complete an "Authorization to Administer Medication to Students" form, available from Health Services. A medication consent form must be on file. Medications may not be sent to school with students. All medications, whether prescription or over-the-counter, including refills, **MUST** be brought to the health office by the parent or designated adult.

Prescription medication must be in the original prescription container labeled by the pharmacist. Label must include: name of the student, name of the medication, dosage, frequency, and time to be given (if specified). Prescriptions must be in English. Doctor's orders are needed for changes to dosage, frequency or time of medication noted on the pharmacy label.

Over-the-counter medication must be in the original container with all warnings and directions intact. Directions and warnings must be in English. Health Services will not give medication beyond the recommended dosage or frequency listed on the medication container without a doctor's order, even if requested by the parent/guardian. Doctor's orders are needed to give over-the-counter medications on a daily or scheduled basis.

Doctor's orders must be in writing on physician letterhead. Doctor's orders must include: Name of student, name of the medication, dosage, frequency and time to be given (if specified). Doctor's orders may be faxed to Health Services. Please note on the fax: "Attention: Health Services" and the specific student's full name and date of birth.

Medications must be current. By law, Health Services will not give medications past the expiration date on the label.

Medication no longer being given to students at school cannot be stored at school and must be picked up by the parent/guardian and returned home.

At the end of each school year, all medications must be removed from Health Services. Medication will not be stored at school over the summer break. A parent/adult must pick up the medications to be taken home. Medications cannot be sent home with students. All medication not picked up by the end of the last day of school will be destroyed and discarded by Health Services.

Help
students
stay
healthy
in our
schools.

Exclusion from School Due to Illness

Symptoms of illness can appear suddenly; they progress rapidly in children, and infections spread easily in school settings. Many of our children are very susceptible to viruses.

In an attempt to minimize the spread of illness, we are requesting that you keep your child home if he/she exhibits any of the symptoms described below. If you are unsure as to whether or not your child's symptoms are indicative of an illness, we are requesting that you keep your child home for the day. Unusual behavior changes or sleep patterns may also be indicative of the onset of illness. If your child is sent home due to illness, or becomes sick at home, keep him/her home for at least 24 hours after ALL symptoms have subsided. A child sent back to school too soon will usually be more susceptible to other illnesses, and may put other students at risk.

Symptoms of Illness Requiring your Child to Stay Home/be Removed

Fever

Temperature of 100° F or higher, especially if other symptoms are present.

Diarrhea

One or more episodes of watery or loose stools.

Vomiting

Two or more times in a 14-hour period.

Body Rash

Rashes are frequent occurrences in children. However, if the rash is accompanied by fever, or causes severe itching or discomfort, your child should remain at home until the symptoms disappear, or are treated by a physician who gives you a written clearance for him/her to return to school.

Eye Discharge

Thick mucus or yellow/green drainage from the eye, crustiness along eyelids which appears after cleaning, or "pink eye".

Sore Throat/Fever/Swollen Glands

Severe sore throat, especially accompanied by fever and/or swollen glands may be strep throat. Strep throat requires treatment with antibiotics. The child **MUST** be on antibiotics for at least 24 hours before he/she can return to school. Please do not hesitate to keep your child home longer if the complaints are not greatly improved after only 24 hours.

Runny Nose/Cough

Runny noses and coughs are frequent during the winter and the spring. If your child coughs continuously, has thick yellow/green nasal or mucous drainage, or requires frequent wiping of nasal mucous drainage, please keep him/her home. Should these symptoms develop at school we will request that you take him/her home.

Irritability/ Excessive Sleepiness

Excessive sleepiness, irritability, or unusual behaviors, especially in younger children may be indicative of the onset of illness. Children are uncomfortable, unhappy, and do not benefit from the classroom at these times.

Head Lice

If live lice is found, a parent/guardian must pick up the student immediately. After proper treatment and removal of nits/eggs, a student may return with a clearance from the school nurse.

Returning to School after Significant Illness, Injury or Surgery

To maintain the health and safety of our students, it is essential that we receive current information on a child who is returning to school after a period of absence. In the event that a student is absent for three or more consecutive days, is hospitalized, has a need to go to the Emergency Room, or has a change in their functional status (i.e. change in weight bearing status, functional restriction, etc.) due to illness or injury, please provide the school nurse with documentation from the physician noting any change in medications or restrictions including start date, date of return to school, or changes in activities. For injuries, please provide specific instructions from the physician regarding any restrictions or accommodations related to physical activity, therapy and/or equipment use which should be implemented at the school. The physician should also include a specific time frame for the restrictions. Without this note the student may not be able to participate in his/her regularly scheduled activities, including therapies. We recommend in all such situations that a parent/guardian call the school nurse prior to the student returning. All documentation can be sent in with the student or emailed to the school nurse.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA affords parents/guardians and students over eighteen (18) years of age (eligible students) certain rights. They are:

- The right to inspect and review the student's education records within forty-five (45) dates from the day the school administrator receives a written request for access.
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians should write to the school administrator, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
- A student's personally identifiable information may be shared with officials of other schools in which the student seeks admission, intends to enroll, or is already enrolled, without the student's consent, if the disclosure relates to the student's enrollment or transfer provided that the student, upon request, receives a copy of the record that has been transferred and has an opportunity to challenge, upon request, the content of the record.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to the school officials with legitimate educational interests to review educational records in order to fulfill professional responsibility.

Form Agreements

Receipt for Student Attendance and Discipline Procedures

Student attendance and their actions at school impact their learning. It is important for the entire family to understand the attendance policy and the discipline procedures at ASU Preparatory Academy.

See page 05 for the description of the attendance policy and online matrices for discipline procedures. Acknowledgement must be confirmed in Infinite Campus.

If a student's behavior requires immediate removal from the classroom or school, the student may be picked up, taken home or taken to the parent's/guardian's place of employment.

We have the utmost care for the safety of our students.

Student Safety Agreement

As a student at Arizona State University Preparatory Academy, I agree to follow the safety rules listed below while on my way to school, at school, and from school.

I agree to:

- Cross streets only in properly marked crosswalks
- Be alert and not distracted by electronic devices and cell phones
- Behave appropriately on the bus and at bus pick-up and drop-off
- Use the office phone to call my parents/guardians if I am not going directly home
- Be respectful of my community
- Follow the above expectations and I understand that my extended day or activity privileges will be revoked for a violation of this safety agreement

Directory Information Non-Release Request

Directory information includes the following:

1. Student's name
2. Class designation (grade level)
3. Student's extracurricular participation
4. Student's achievements, honors and awards
5. Student's enrollment status
6. Student's photograph

Parents/guardians who do NOT want information released about their children must deny directory information within Infinite Campus in the Student section under RELEASE AGREEMENTS.

District News and Media Opt Out

Your student may be interviewed, recorded, videotaped, or photographed by the media or school staff for a story in the newspaper, internet, radio, or television. These media requests must be approved by school administration which will assure the best interests of your child and that their safety and rights are upheld. We will be cautious with our practices regarding this issue.

Parents/guardians who want their child(ren) EXCLUDED from these activities, must opt out within Infinite Campus in the Student section under RELEASE AGREEMENTS.

Student Surveys, Research Studies and Evaluation

Due to the partnerships and affiliations ASU Preparatory Academy has, there will be times when students will be asked to complete surveys and have the data analyzed and evaluated. The privacy and confidentiality of our students is important; therefore, every opportunity to provide anonymity for each student will be taken.

Whenever appropriate, all stakeholders will be provided with additional pertinent information regarding the participation in the research.

Use of Technology Resources in Instruction and Community Involvement Electronic Information Services User

Internet and computer use at ASU Preparatory Academy is provided for students, parents/guardians and other users to conduct research and communicate for academic purposes only as determined by the school. Independent access to network services is provided to users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility.

All administrators and teachers may review files and communications to maintain system integrity and ensure responsible use of the internet and computers; files stored on District servers are not private.

ASU Preparatory Academy has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The school is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information.

Each user must:

- Use the computer technology to support personal education objectives consistent with the goals and mission of the school.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal materials.
- Abide by all copyright and trademark laws and regulations.
- Agree not to release personally identifiable data.
- Agree not to use the computer to disrupt the use of technology for another user.
- Understand that the inappropriate use of technology may result in cancellation of permission to use the technology and possible disciplinary action may occur.
- Report any misuse of technology to administration.
- Be polite and use appropriate language.
- Respect privacy and not share passwords.

Student Technology Acceptable Use Policy

ASU Preparatory Academy provides technology resources in its learning environment to support student success. It is common for students to have responsibility for appropriately using technology items such as laptop computers and tablets during the school day. Student use of school technology is subject to the following conditions:

1. Students may only access their tablet/computer or network by using the assigned network account/password.
2. Students are responsible for their behavior and communication on the computer/tablet/network. Students may not use the network or school property to engage in transmission, receiving or possession of obscene materials or pornography of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/iPad/network.

4. Students may not use the network or school property to engage in illegal activities such as software pirating, peer- to-peer file sharing (i.e., FrostWire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the school Principal and IT Director.
5. All communications accessible on the internet should be assumed to be private property (e.g., copy written or trademarked). All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
6. Students may not use the network or school property to engage in "hacking." Malicious use of the network or school property to develop programs or infiltrate a computer or computer system and /or damage the software components of a computing system is prohibited. Students may not use the network or school property to disrupt its use by others.
7. Students may not bypass or attempt to bypass ASU Preparatory Academy's technology protection measures. Students must immediately notify the teacher, the principal, or the director of technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
8. Transmission of any material in violation of any state, federal law, or school policy is prohibited.
9. Any use of the network or school property for commercial purposes is prohibited.
10. Use of the network or school property to engage in cyber bullying is prohibited. Cyber bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.
11. Privacy in communications over the internet and the school network is not guaranteed. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files and/or messages residing on or sent using the school network or property.
12. Students and parents/guardians will indemnify and hold the ASU Preparatory Academy harmless from any financial losses or legal ramification sustained due to misuse of the network or school property by the students.
13. Use of non-educational games, videos, movies, or games/videos/movies not assigned by a teacher while on the network or using school property is prohibited.
14. When using the network or school computers students must follow the directions of school teachers/staff and adhere to school policies.

**We hope
to forward
education
through
technology.**

Student Technology

Acceptable Use Agreement

Students and their parent/guardian must sign and return the ASU Preparatory Academy Signature Page and confirm the Technology Acceptable Use Policy and Safety Agreement, which is outlined below, before a student is issued any school-owned technology equipment.

Use of school technology is a privilege. The student is responsible for what occurs on his/her school assigned technology. Use of the internet is a privilege as well. Internet connection is provided for educational purposes only. Unauthorized and inappropriate use of school technology and internet connection will result in a cancellation of these privileges. An annual technology fee is collected per student in order to purchase Accidental Damage Protection for student devices. Should the student damage any property owned or in the care of ASU Preparatory Academy, including but not limited to tablets, computers, etc. the accidental damage protection will cover the associated repairs. Parents/guardians may still incur financial responsibility to cover excess damages and loss of equipment. Refer to the Laptop Loan Agreement Policy located in Infinite Campus for details.

In addition, except when approved by school leadership, all students are expected to exclusively use the computers provided by ASU Preparatory Academy and to not bring personal computers to the school. School-owned computers are setup with the appropriate software needed in the classroom, together with the required filters that ensure the proper use of internet connection.

In alignment with the Children's Internet Protection Act (CIPA), ASU Preparatory Academy filters all internet-enabled computers. Network administrators have implemented measures to protect against (e.g., block/filter) internet access to inappropriate content.

The technology department monitors online activity of students in an effort to restrict access to this content. Nevertheless, parents/ guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet which ASU Preparatory Academy has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent/Guardians assume this risk by consenting to allow their students to participate in the use of the internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or appropriate use of the internet.

ASU Preparatory Academy has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using school computers/tablets/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Read the following paragraph and use Infinite Campus to provide your acceptance the Technology Acceptable Use Agreement:

"As the parent/guardian of this student, I have read the Internet Acceptable Use Policy and Safety Agreement, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that ASU Preparatory Academy has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for ASU Preparatory Academy to restrict access to all objectionable and/or controversial materials that may be found on the internet.



